

Kent School Writing Requirements
by Dan Wulff

Kent School requires student papers to conform to the APA (5th edition) writing style. Students are recommended to have access to the APA manual (see citation below) for those questions that go beyond the scope of the following list of writing pointers. Note that quite a few of the writing recommendations listed in this document are outside the scope of the APA guide but are required aspects of writing scholarly documents at Kent School.

American Psychological Association. (2001). *Publication manual* (5th ed.). Washington, DC: Author.

1. Margins should be either 1 inch or 1½ inches on all sides.
2. Do not right justify your text. The right margin should be left "ragged."
3. Include a running head and page number on each page.
4. Section headings within your paper (if you use them) should not dangle at the bottom of the page. If a heading appears as the last line on a page, move it so it begins the next page.
5. Double space throughout (including the reference page and quotations).
6. Use size 12 font throughout; use "courier" style or another plain style letter (no fancy letters).
7. Reference list goes on a separate page (or pages) from the text.
8. Title of reference page should not be underlined--just type as follows (center on page): References (Note: a reference page and a bibliography are not the same)
9. No handwritten changes in your final draft.
10. Be consistent throughout your paper in capitalizing (or not capitalizing) phrases (e.g., Mental Retardation or mental retardation). Very few phrases need to be capitalized.
11. Be consistent in your paper with hyphens (e.g., single-parent or single parent). Use hyphens sparingly.
12. Do not use hyphens between African and American or Japanese and American (e.g., African American, Japanese American).

13. Capitalize "white" and "black" if you are referring to races; if you are not referring to racial groups, use small letters.
14. Paragraphs must be more than one sentence.
15. When displaying lists of items (seriation) within your text, refer to the recommendations on pages 115-117 of the APA Manual.
16. Spell-check does not always catch misspellings (e.g., there-their-they're, know-no, to-too-two).
17. Spell out words such as: vs., sync, ok, X3.
18. Do not end a sentence with a preposition.
19. Avoid using contractions.
20. Check APA for rules regarding whether or not a number should be written with digits or spelled out with words.
21. Do not use honorifics (e.g., professor or M.D.) when referring to an author or researcher in either the text or the reference list. Avoid using authors' first names.
22. Quotes of less than forty words are included in text with quotation marks surrounding it (include page number following the quote). The author(s) and the date of publication must appear near enough to the quote to identify it as attributable to those authors:
 1. Wulff and Huber (1996) cautioned students to "spell the professor's name correctly" (p. 2).
 - i. or
 2. One of the cautions of Kent professors is to "spell the professor's name correctly" (Wulff & Huber, 1996, p. 2).
23. The citation of the quote does NOT get included within the quotation marks.
24. Quotations of more than forty words should be indented--see page 117 of APA.
25. Quotation marks at the end of a sentence go outside the final punctuation: ". . . when the sun shines."
26. The second quotation mark used for a word or phrase within a sentence goes outside the comma:
 1. He was a "good old boy," cooperating fully in maintaining the discriminatory system.

27. A reference for a quote in text ends in this way:
 1. . . . carpetbagger" (p. 34).
28. A reference for a quote in block format ends in this way:
 1. . . . carpetbagger. (p. 34)
29. Consult the referencing section of APA (pages 215-281) in order to find those examples that closely match in form the references you are citing and model your references after theirs.
30. Avoid secondary sources. A secondary source is a reference that refers to another reference. A reference to a reference may be inaccurate! If you accept a secondary source's rendition of another source's ideas, you may be perpetuating a myth. When a secondary source is necessary, consult the APA manual on page 247.
31. Alphabetize the reference list (by the authors' last names).
32. In the reference list, the publisher follows the city of publication. Use the two-letter abbreviation for the state. Some cities do not need the state included (check page 217 for the list of these cities).
33. In a reference to a book, drop "Inc.," "Publisher," or "Co." as it appears in a publisher's name. Leave in "Books" or "Press" if it is included in the publisher's name.
34. All references must include the publishing city (state or country alone is insufficient). If the reference does not list a city of publication, bookstores or libraries can help.
35. In your reference list, titles of books and titles of articles are not capitalized throughout (only the first letter of the first word, the first letter of the first word following a colon and the first letters of proper names).
36. Multiple citations in the reference list by the same author(s) need to be ordered in certain ways--see pages 219-222 of APA.
37. First letters of words in the title of a journal are capitalized in your reference list (except for prepositions).
38. For two or more authors in a reference list citation, a comma separates the names.
39. In a citation in your reference list, do not italicize the edition:
 - i. *The theory and practice of group psychotherapy* (2nd ed.).

40. In a citation in your reference list, italicize the volume, but not the number:
- i. *Social Casework*, 70(3), 180-184.
41. If there is only a volume indicated (but no number) or if the journal has continuous pagination:
- i. *Child Welfare*, 59, 637-644.
42. Use volume numbers in your citations rather than using the season of publication (e.g., spring, winter).
43. Volume numbers in a reference should be in Arabic numerals, not Roman numerals.
44. Citation of a reference in your text must match the information in your reference list. When a text citation has 3 to 5 authors, include all authors the first time that reference is used in the text--after that use the first author followed by "et al." When authors number six or more, you may use the first author followed by "et al." the first time it is used in your text. If the publication has two authors, be sure you mention them both in your text citation each time it is used.
45. Multiple authors in reference citations in text can be listed in either of the following ways: (White, White, & Black, 1992) **or** White, White, and Black (1992)
- a. ***Note that an ampersand (the "and sign") is used within the parentheses while the word "and" is used when the authors are listed outside the parentheses (as in the second example).***
46. Personal communications do **not** get included in the reference list any more. In text they look like this: (C. Whitaker, personal communication, January 11, 1986).
47. Citations of references listed in the text must appear in the reference list. Anything cited in your narrative must be trackable by the reader through your reference listing. As a final check of your paper make sure all items in your reference list appear at least once in your paper and all references in your text are in the reference list.
48. Electronic reference materials have some specific problems regarding reliability and validity. It is wise to download a hard copy of any information you are referencing in your paper for any future questions that may arise.
49. Have a "naive reader" (a reader who doesn't already understand what you are writing about) read your paper in order to catch any unclear passages or big leaps in logic you may be making.
50. Always proofread your work before submitted it to the instructor. (Does this

sentence make my point??)

51. When the instructor reviews drafts of your papers, do not assume that she/he catches everything and that all you must do is repair those noted items. Each time I read a paper, I notice things that I may not have seen before. It would be advisable to re-examine your entire paper when revising it.
52. Quotes and paraphrasing should be used judiciously (sparingly). Let your words/thoughts shine through. Papers that have most sentences attributable to other authors do not meet the expectation of the student creating an original paper that reflects your views.
53. Do not use a plastic cover when you hand in your papers. Just staple once diagonally in the left top corner.
54. Your printer should produce letters that are dark enough and clear enough to easily read.
55. Note the differences in meaning between "affect" and "effect"; between "compliment" and "complement."
56. Use a dictionary regularly.
57. Spell the professor's name correctly.
58. Reference lists should demonstrate a variety of quality references.
59. Do not repeat the same citation to a reference after every sentence in a paragraph if it is clear that all such sentences are based in the same reference. If you are uncertain about this, let somebody else read your paper and ask them if they understand which quotes are attributable to whom.
60. Always keep a copy of all drafts and papers you submit.
61. When submitting a revised paper, include the original submission along with your revision.
62. Using articles or handouts from other classes or workshops is permissible (and oftentimes an excellent idea) but you should check the citation of the material for its accuracy. Don't assume that the information about the citation that is handwritten on the article is accurate.
63. If an author's name in a citation on the reference page includes the designation "jr.", it should appear in this order: Martin Luther King, jr. would look like this: King, M. L., Jr.

64. Use sample cover page (see last page of this handout). Yes, I know this is not exactly APA-style, but it is a simple uniform template that I would like you to use.

< The Title of Your Paper Goes Here >

< Your Name Here >

SW 604–Fall 2002

Kent School of Social Work

University of Louisville

Running head: < YOUR CHOICE OF HEADER >